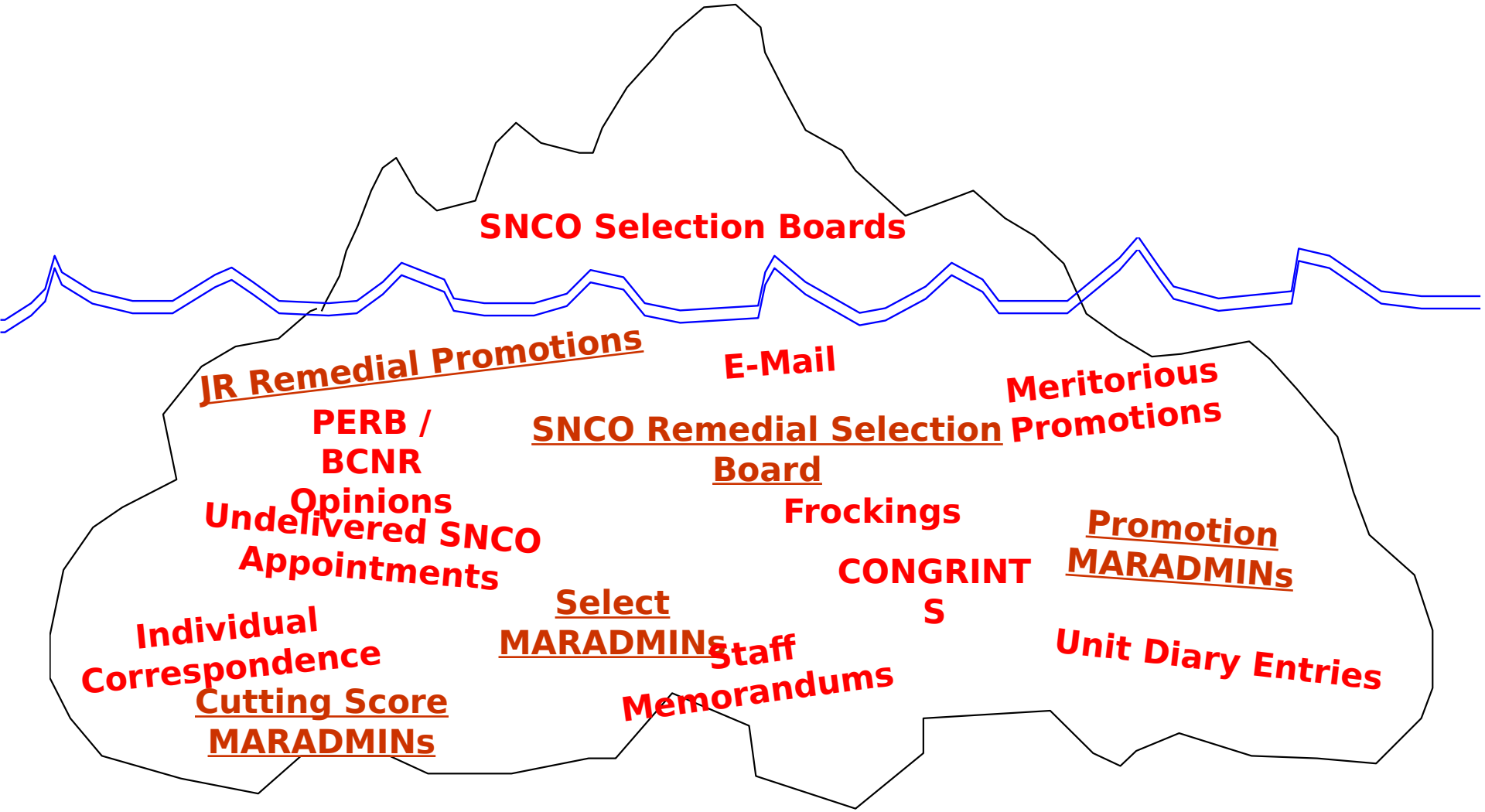
Maj Popielec
Head, Enlisted Promotions
Promotion Branch
Manpower Management
Manpower & Reserve Affairs
HQMC

Section Iceberg



Section Functions

09/04/16

- **Implement policies & regulations governing the promotion of enlisted Marines**
- **Convene & administer SNCO selection boards**
- **Promulgate Cpl & Sgt cutting scores**
- **Release promotion authority for NCOs**
- **Administer Junior Enlisted, NCO & SNCO remedial promotions**
- **Manage meritorious promotions**
- **Administer undelivered appointments**
- **Publish promotion MARADMINs**

References

09/04/16

- **Governed by the policies and regulations established by the Commandant**
- **Enlisted Promotion Manual (MCO P1400.32C) w/Chg 1**

Board Schedule

09/04/16

Jan-Mar Reserve SNCO

Apr-Jun GySgt

Jul-Sep SSgt

Oct-Dec SgtMaj/MGySgt/1stSgt/MSgt

Convening MarAdmins

09/04/16

- **Convening MARADMIN**
  - **60 days prior to convening**
  - **Lists feeder MOS (e.g., 0311, 0313, 0341 > 0369)**
  - **Eligibility zones by IMOS**
- **Change 1 to convening MARADMIN**
  - **30 days prior to convening**
  - **Lists any changes to zones / allocations**
  - **Addresses any new policies or changes to policy**

Eligibility

09/04/16

- **DOR is senior to listed DOR - you are eligible**
- **DOR is equal to DOR - use AFADBD (must be senior or equal to listed AFADBD; reserves use PEBD)**
- **GySgts are first considered for 1stSgt; if not selected, they may be considered for MSgt**

Your Responsibilities

09/04/16

- **Complete PME**
- **Verify accuracy of MBS / OMPF / MCTFS**
  - **FitRep gaps, PFT, Marksmanship, awards, adverse info**
- **Submit photograph**
  - **Digital is good for 1 year**
- **Communicate with board on important issues**

Update Material

09/04/16

Must be submitted by the eligible Marine!!!

- **Request not to be selected (usually results in a passover)**
- **Fitness reports must go to MMSB**
- **Photograph (hard copy)**
- **Letters of recommendation**
- **Recent information**

Information Provided

09/04/16

- **MPP / RA** Provides the Zones and Allocations
- **MMSB** OMPF and recent fitness reports
- **MMSR** FMCR / TDRL / PLD
- **MMEA** No Further Service / Lateral Move
- **MCRC** WO / MECEP
- **MCTFS** Adverse Roster **(NJPs, Courts-martial, Weight Control, Military Appearance)**
- **MCI / MCTFS** PME Completion Roster (Lists only <u>required</u> MCI courses)

Precept

09/04/16

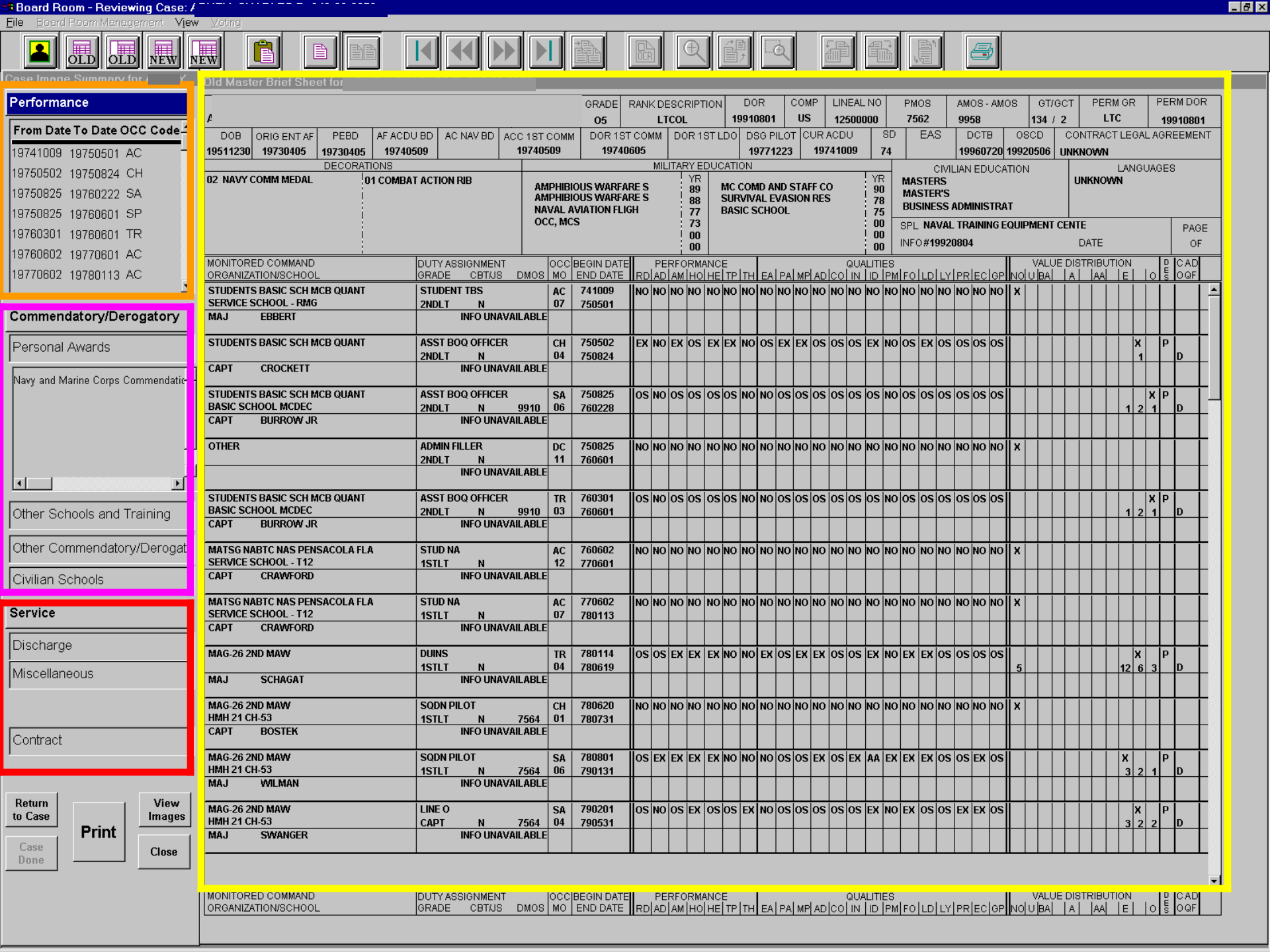
- **Commandant's guidance to the board**
- **Lists the board membership (21 members, Col is senior and majority enlisted)**
- **States the selection criteria of "fully qualified" and "best qualified"**
- **PME requirements listed**
- **Special duty assignments**
- **Bloom where you're planted statement**
- **No medical prerequisite**
- **Adverse information**
- **Zero defects**

19
15

Board Actions (Prep)

09/04/16

- **Cases assigned randomly by computer**
- **All AZ + IZ cases briefed**
- **BZ looked at by board president**
- **30-45 minute prep time (on average)**
- **Digital OMPF**
- **Case file consists of photograph and update material**


Board Room - Reviewing Case:
File
Board Room Management
View
Voting
OLD
OLD
NEW
NEW
Case Image Summary for
Performance
From Date To Date OCC Code
19741009 19750501 AC
19750502 19750824 CH
19750825 19760222 SA
19750825 19760601 SP
19760301 19760601 TR
19760602 19770601 AC
19770602 19780113 AC
Commendatory/Derogatory
Personal Awards
Navy and Marine Corps Commendatio
Other Schools and Training
Other Commendatory/Derogat
Civilian Schools
Service
Discharge
Miscellaneous
Contract
Return to Case
Print
View Images
Case Done
Close
Old Master Brief Sheet for
GRADE O5
RANK DESCRIPTION LTCOL
DOR 19910801
COMP US
LINEAL NO 12500000
PMOS 7562
AMOS - AMOS 9958
GT/GCT 134 / 2
PERM GR LTC
PERM DOR 19910801
DOB 19511230
ORIG ENT AF 19730405
PEBD 19730405
AF ACDU BD 19740509
AC NAV BD
ACC 1ST COMM 19740509
DOR 1ST COMM 19740605
DOR 1ST LDO
DSG PILOT 19771223
CUR ACDU 19741009
SD 74
EAS
DCTB 19960720
OSCD 19920506
CONTRACT LEGAL AGREEMENT UNKNOWN
DECORATIONS
02 NAVY COMM MEDAL
01 COMBAT ACTION RIB
MILITARY EDUCATION
AMPHIBIOUS WARFARE S YR 89
AMPHIBIOUS WARFARE S 88
NAVAL AVIATION FLIGH 77
OCC, MCS 73
MC COMD AND STAFF CO 90
SURVIVAL EVASION RES 78
BASIC SCHOOL 75
CIVILIAN EDUCATION
MASTERS
MASTER'S
BUSINESS ADMINISTRAT
LANGUAGES
UNKNOWN
SPL NAVAL TRAINING EQUIPMENT CENTE
INFO#19920804
DATE
PAGE
OF
MONITORED COMMAND / ORGANIZATION/SCHOOL
DUTY ASSIGNMENT / GRADE CBT/JS DMOS
OCC MO
BEGIN DATE / END DATE
PERFORMANCE RD AD AM HO HE TP TH
QUALITIES EA PA MP AD CO IN ID PM FO LD LY PR EC GP
VALUE DISTRIBUTION NO U BA A AA E O
DMS
C AD OQF
STUDENTS BASIC SCH MCB QUANT
SERVICE SCHOOL - RMG
STUDENT TBS
2NDLT N
AC 07
741009 750501
NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO
X
MAJ EBBERT
INFO UNAVAILABLE
STUDENTS BASIC SCH MCB QUANT
ASST BOQ OFFICER
2NDLT N
CH 04
750502 750824
EX NO EX OS EX EX NO OS EX EX OS OS OS EX NO OS EX OS OS OS OS
X 1
P
D
CAPT CROCKETT
INFO UNAVAILABLE
STUDENTS BASIC SCH MCB QUANT
BASIC SCHOOL MCDEC
ASST BOQ OFFICER
2NDLT N 9910
SA 06
750825 760228
OS NO OS OS OS OS NO NO OS OS OS OS OS OS NO OS OS OS OS OS OS
1 2 X 1
P
D
CAPT BURROW JR
INFO UNAVAILABLE
OTHER
ADMIN FILLER
2NDLT N
DC 11
750825 760601
NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO
X
INFO UNAVAILABLE
STUDENTS BASIC SCH MCB QUANT
BASIC SCHOOL MCDEC
ASST BOQ OFFICER
2NDLT N 9910
TR 03
760301 760601
OS NO OS OS OS OS NO NO OS OS OS OS OS OS NO OS OS OS OS OS OS
1 2 X 1
P
D
CAPT BURROW JR
INFO UNAVAILABLE
MATSG NABTC NAS PENSACOLA FLA
SERVICE SCHOOL - T12
STUD NA
1STLT N
AC 12
760602 770601
NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO
X
CAPT CRAWFORD
INFO UNAVAILABLE
MATSG NABTC NAS PENSACOLA FLA
SERVICE SCHOOL - T12
STUD NA
1STLT N
AC 07
770602 780113
NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO
X
CAPT CRAWFORD
INFO UNAVAILABLE
MAG-26 2ND MAW
DUINS
1STLT N
TR 04
780114 780619
OS OS EX EX EX NO NO EX OS EX EX OS OS EX NO EX EX OS OS OS OS
5
12 X 6 3
P
D
MAJ SCHAGAT
INFO UNAVAILABLE
MAG-26 2ND MAW
HMH 21 CH-53
SQDN PILOT
1STLT N 7564
CH 01
780620 780731
NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO NO
X
CAPT BOSTEK
INFO UNAVAILABLE
MAG-26 2ND MAW
HMH 21 CH-53
SQDN PILOT
1STLT N 7564
SA 06
780801 790131
OS EX EX EX EX NO NO NO OS OS EX OS EX AA EX EX EX OS OS EX OS
X 3 2 1
P
D
MAJ WILMAN
INFO UNAVAILABLE
MAG-26 2ND MAW
HMH 21 CH-53
LINE O
CAPT N 7564
SA 04
790201 790531
OS NO OS EX OS OS EX NO OS OS OS OS OS EX NO EX OS OS EX EX OS
3 X 2 2
P
D
MAJ SWANGER
INFO UNAVAILABLE

Board Room - Reviewing Case: V

File | Board Room Management | View | Voting

Case Image Summary for V...

Performance

From Date	To Date	OCC Code
19771216	19780615	AC
19780616	19780712	CH
19780712	19780930	TR
19781004	19791004	AC
19791005	19800313	AC
19800326	19800926	TR
19800425	19810131	SA

Commendatory/Derogatory

Personal Awards

- Air Medal (Strike/Flight)
- Defense Meritorious Service Medal
- Meritorious Service Medal
- Navy and Marine Corps Achievement
- Navy and Marine Corps Commendatic

Other Schools and Training

Other Commendatory/Derogato

Civilian Schools

Service

Discharge

Miscellaneous

Contract

Return to Case | Print | View Images | Case Done | Close

New Master Brief Sheet for

GRADE	RANK DESCRIPTION	DOR	COMP	LINEAL NO	PMOS	AMOS - AMOS	GT/GCT	PERM GR	PERM DOR
O5		19950801	11	13749000	7563		12	O5	19950801

DOB	DEAF	PEBD	AFADBD	AC NAV BD	ACC 1ST COMM	DOR 1ST COMM	DOR 1ST LDO	DSG PILOT	DCADB	EAS	DCTB	OSCD	CONTRACT LEGAL AGREEMENT
19540801	19770817	19770817	19771003		19771216	19771101		19800229	19771003		19980630	19921104	0

DECORATIONS

CV	1
AS	1
NA	1
NC	2
MM	1
MR	1

MILITARY EDUCATION

	YR		YR		YR
COMMANDERS COURSE	1998	MILITARY JUSTICE	1984		
JOINT OPERATION PLANNING AND	1994	HELICOPT TRNG CRS	1980		
ADC/UL- SACE PROGRAMMER IMA	1990	NAVAL AVIATION FLIGHT TRAINING	1979		
UNITREP DATA HANDLER (WORLD	1986	BASIC SCHOOL	1978		
MC COMD AND STAFF COLLEGE	1986	OCC, MCS	1977		
AMPHIBIOUS WARFARE SCHOOL	1985				

CIVILIAN EDUCATION

BUSINESS ADMINISTRATION
16
BACCALAUREATE

LANGUAGES

SPL INFO

PAGE OF

MONITORED COMMAND / ORGANIZATION/SCHOOL / REPORTING SENIOR	DUTY ASSIGNMENT / GRADE TYPE DUTY BILMO / REVIEWING OFFICER	OCC	BEGIN / END DATE	MISSION PER	MISSION PRO	CHARACTER COU	CHARACTER EFF	CHARACTER INI	LEADERSHIP LEA	LEADERSHIP DEV	LEADERSHIP SET	LEADERSHIP ENS	LEADERSHIP COM	INTELLECT PME	INTELLECT DEC	INTELLECT JUD	EVAL RESP	PROMOTION Y	PROMOTION N	PROMOTION NA	PROMOTION ACC	REPORT SUMMARY COM	REPORT SUMMARY ADV	#RPTS @PROC	REL VAL @PROC	#PRTS CUM	REL VAL CUM	RO CONCURS Y	RO CONCURS N
1	CO																												
MAR TRANSPORT SQDN 2	LTCOL N 9969	AN	19980911	E	E	E	E	D	D	D	E	D	D	D	D	D	E				X			2	0.00	8	7.50	X	
MAJGEN MAGNUS	LTGEN FULFORD JR		19990531																										
2	COMMANDING OFFICER																												
MARINE TRANSPORT SQUAI	LTCOL N 9969	CH	19990601															X						6		8	-2.50		
MAJGEN MAGNUS	LTGEN LIBUTTI		19990709																										

MONITORED COMMAND / ORGANIZATION/SCHOOL / REPORTING SENIOR | DUTY ASSIGNMENT / GRADE TYPE DUTY BILMO / REVIEWING OFFICER | OCC | BEGIN / END DATE | MISSION PER | MISSION PRO | CHARACTER COU | CHARACTER EFF | CHARACTER INI | LEADERSHIP LEA | LEADERSHIP DEV | LEADERSHIP SET | LEADERSHIP ENS | LEADERSHIP COM | INTELLECT PME | INTELLECT DEC | INTELLECT JUD | EVAL RESP | PROMOTION Y | PROMOTION N | PROMOTION NA | PROMOTION ACC | REPORT SUMMARY COM | REPORT SUMMARY ADV | #RPTS @PROC | REL VAL @PROC | #PRTS CUM | REL VAL CUM | RO CONCURS Y | RO CONCURS N

Board Actions (Brief)

- **3 minutes per case (average)**
- **Brief in IMOS order, alphabetically**
- **<u>Entire</u> record briefed**
- **All adverse information briefed**

CY 2001 USMC GYSGT SELECTION BOARD
BRIEFING ROSTER

SSN Name PMOS IMOS Zone BrdMb

The Allocation for this IMOS is: 1

123 45 6789 LEJEUNE, SCOTT A 0369 0369 IZ 18

Adverse: ____ Recommendations
Memo: ____ Briefer: ____ Member: ____

PME: ____ PFT Score: ____ Rifle Score: ____ Pistol Score: ____
Combat: ____ Special Duty: ____ WtCntrl / Appear: ____ Currently: ____
Comments:

987 65 4321 CARTER, MATT 0369 0369 IZ 21

Adverse:
Memo: ____ Recommendations
Briefer: ____ Member: ____

PME: ____ PFT Score: ____ Rifle Score: ____ Pistol Score: ____
Combat: ____ Special Duty: ____ WtCntrl / Appear: ____ Currently: ____
Comments:

Total number of Candidates for this IMOS: 2

GYSGT SELECTION BOARD FY03
ENLISTED BRIEFING SUMMARY

NAME: **SSN:**	**DOR:**	**ZONE:** BELOW	**COMP:** USMC			**IMOS:** 0369	**PMOS:** 0369	**AMOS:** 8511
	PME COMPLETE: N	**PERSONAL APPEARANCE**		**LTR TO BD:** N	**ADVERSE INFORMATION:**			
RIFLE SCORE: S43	**DATE:** 20020501	**PHOTO:** Y						
PISTOL SCORE: 363	**DATE:** 20020501	**HT:**	**WT:**	**BODY FAT:**				
PFT SCORE:	**YEAR:**	**EXCEEDS STANDARDS:**						
COMBAT EXPERIENCE:		**WEIGHT CONTROL:**						
		MILITARY APPEARANCE:						

DECORATIONS

NC 1

NA 2

CIVILIAN EDUCATION

NO MAJOR SUBJECT INDICATED

HIGH SCHOOL DIPLOMA

12

MILITARY EDUCATION

SNCO ADVANCED NONRESIDENT PROG	02	SGT NON-RESIDENT PROGRAM	94	N/A
DRILL INSTRUCTOR	02	RIFLEMAN	93	N/A
SNCO CAREER	02	MARINE COMBAT TRAINING	93	N/A
SNCO CAREER NONRESIDENT PROGRA	02	RECRUIT TRAINING, MALE	93	N/A
BASIC SECURITY GUARD	97	N/A		N/A
CORPORALS LEADERSHIP	96	N/A		N/A

REMARKS (Marking trends; RS and RO counts; Comments):

NUMBER OF OBSERVE REPORTS:	**NUMBER ABOVE:**	**RECOMMENDATIONS**
NUMBER OF REPORTING SENIORS:	**NUMBER WITH:**	**BRIEFER:** 5 (+ / -) SELECT/NOT SELECT
	NUMBER BELOW:	**MEMBER:** 4 (+ / -) SELECT/NOT SELECT

BRIEFER: MEMBER01

PRINTED BY: RECORDER

Board Actions (Vote)

09/04/16

- **Voting occurs after all Marines have been briefed**
- **Secret ballot**
- **Select to allocation by IMOS**
- **Best and fully qualified**
- **Shortfalls occur when not enough qualified Marines are available to be selected**

Reason for Non Selection

09/04/16

DIDN'T GET ENOUGH VOTES!

Voting

09/04/16

Yes	No	# Sel	# Cum
21	0	18	18
20	1	12	30
19	2	11	41
18	3	8	49
17	4	10	59
16	5	5	64
15	6	12	
14	7	10	

(64 selects)

(12 tied, only need 6 more)

(nonselects)

70 Allocations

Other Reasons

09/04/16

- **PME incomplete**
- **Substandard performance**
- **Adverse information (NJP, WT, DUI)**
- **Violations of core values**
- **Marksmanship/PFT failure**
- **Keen competition/not enough allocations**
- **Exact reason is generally not known**
  - **Except PME incomplete**

Board Considerations

09/04/16

- **PME completion**
- **Photograph**
- **Within weight standards**
- **Steady improvement as career progressed**
- **Ranking among peers**
  - **Relative value RS & RO distribution tree**
- **Comments support marks on fitness reports**
- **Honor graduate from schools (PME)**

Board Considerations

09/04/16

- **Reviewing officer comments**
  - **Any positive comment carries weight**
  - **Reinforces reporting senior comments (or can take away)**
- **B -Billets**
  - **Bloom where planted**
  - **Recruiting, DI, MSG, MCSF, 8513 (highly qualified)**
- **PFT - pass (high score is better)**
- **Marksmanship - qualified (expert is better)**

Board Considerations

- **Billets, assignments or accomplishments that demonstrate leadership, judgment, initiative**
- **PME above and beyond minimum requirements**
  - **Header data on master brief sheets**
- **Awards**
- **Combat experience/Operation time**
- **Adverse Information (NJP, WT, DUI, Pg 11s)**

Additional Notes

- **Draw case codes/BIR/BTR are not provided to the board**
- **Only most recent PFT & marksmanship are in MCTFS**
- **Seniority in the zone means nothing**
- **Discrepancy notices**

Post Board Actions

09/04/16

- **Out Call**
- **Board report submitted to MM for approval**
- **Selects announced by MARADMIN**

CY2003 SSgt Board

09/04/16

Above Zone Eligible 1471 > Selected 430

In Zone Eligible 3768 > Selected 2583

Below Zone Eligible 3011 > Selected 47

Adverse Selections

09/04/16

Board	WT	NJP(IG)	NJP(NIG)
03 SgtMaj	1/2	N/A	0/2
03 MGySgt	2/5	0/3	3/8
03 1stSgt	2/32	0/15	11/65
03 MSgt	11/47	2/32	32/61
03 GySgt	28/126	8/105	108/262
03 SSgt	47/225	26/178	263/497

Highly Qualified

09/04/16

Board	Avg	MCRC	DI	MSG	MCSF	8513
03 SgtMaj	53.8%	25.0%	77.8%	50.0%	50.0%	N/A
03 MGySgt	49.7%	50.0%	53.8%	66.7%	N/A	N/A
03 1stSgt	14.7%	21.3%	24.2%	22.2%	35.7%	N/A
03 MSgt	59.5%	71.0%	80.0%	87.0%	60.0%	N/A
03 GySgt	52.8%	76.7%	72.7%	85.7%	71.4%	85.7%
03 SSgt	68.6%	74.6%	89.7%	83.3%	85.7%	N/A

- All percentages are IZ population

SNCO Remedial Boards

09/04/16

- **Same process**
- **Comparison cases**
- **Local board members**

SNCO Remedial Boards

09/04/16

- **Performance Evaluation Review Board**
- **Board for Correction of Naval Records**
- **Professional Military Education**
- **Erroneous intended MOS**
- **Selected in wrong MOS**
- **Considered in wrong zone**
- **Erroneous component code**
- **Not considered**

SNCO Remedial Boards

09/04/16

- **Missing fitness reports**
- **Missing documents in OMPF**
- **Erroneous information in MCTFS (e.g., PFT)**
- **Photograph or other update material was lost**
- **Dissatisfaction with the selection board results**
- **MOS credibility**
- **Billet MOS error**

SNCO Remedial Boards

09/04/16

Year	# of Boards	Cases	Boarded
CY02	10	256	139
CY01	11	330	191
CY00	11	328	209

Undelivered Appointments

09/04/16

- **Commanders' responsibilities IAW EnlProMan**
- **Initial notification to CMC**
- **Commander no longer authorized to promote**
- **Submit detailed report with recommendation via chain of command (30 days)**
- **CMC may:**
  - **Deliver, Delay, Revoke**

Undelivered Appointments

09/04/16

Year	# Pend	Revoke	Delay	Delete	Deliver
CY02	60	9	11	19	13
CY01	99	26	8	34	31	--
CY00	154	45	4	88	47	--

anpower and Reserve Affairs

Personnel Management Division (MM)

ST SEARCH >>
&RA Home
rsonnel Management Division (MM):

- rsonal Management DivisionHome
- listed Assignments (MMEA)
- fficer Assignments (MMOA)
- omotions Branch (MMPR)
- itary Awards (MMMA)
- eparations and Retirement (MSR)
- aluation Review (MMER)
- egration and Administration MIA)
- pport Branch (MMSB)

Enlisted Promotion Home

This is the official site of the United States Marine Corps Enlisted Promotion Section. This site offers general information concerning Marine Corps Enlisted Promotions.

Enlisted Promotion Manual / Enlisted Remedial Order / **ON-LINE SEARCH**

Sergeants and Below:	SNCOs:
April Cutting Scores On-Line	SNCO Meritorious Promotion
Junior Promotion Schedule	SNCO Remedial Promotion
Junior Remedial Process	SNCO Undelivered Appts

Promotion Message Traffic:

Sergeants and Below / Staff Noncommissioned Officers / Promotion Related Msgs

HOW TO READ CUTTING SCORES IN MCTFS (cutting scores are usually updated in MCTFS between 23rd and 25th of each month)

HOW TO READ THE SNCO MONTHLY PROMOTION AUTHORITY MESSAGE & other vital info

Selection Boards @ MMPR-2:

SgtMaj - MSgt | GySgt | SSgt | Reserve

Enlisted Remedial Selection Board

Selection Board Calendar / Selection Board Process / Preparing for the boards

NEW! Annual Messages and Board Correspondence Checklist

NEW! Messages:

MarAdmin 134/02 - CY 2003 SNCO Selection Board Schedule
MarAdmin 159/02 - Change 1. CY 2002 Gunnery Sergeant Selection Board
MarAdmin 156/02 - CY 2002 Approved Selections to Sergeant Major and Master Gunnery Sergeant
261901Z FEB 02 - Feb Enlisted Remedial Selection Board Results
MarAdmin 110/02 - CY 2002 Gunnery Sergeant Selection Board

Points Of Contact

Maj Popielec **HD, Enlisted Prom Section** **DSN: 278-9710/11**

GySgt Richardson **Admin Chief DSN: 278-9718/19**

Ms. Murphy **NCO Remedial Promotions** **DSN: 278-9716/17**

Sgt Brown **SNCO Withholds/Delays** **DSN: 278-9716/17**

www.USMC.mil **(Career-military-promotions-enlisted promotions)**

Address for Selection Board	**Address for Routine Correspondence**
President, Name of Board	**Commandant of the Marine Corps**
Headquarters, U.S. Marine Corps	**Headquarters, U.S. Marine Corps**
Harry Lee Hall (MMPR-2)	**Harry Lee Hall (MMPR-2)**
17 Lejeune Rd	**17 Lejeune Rd**
Quantico, VA 22134-5104	**Quantico, VA 22134-5104**
FAX DSN: 278-9884	**FAX DSN: 278-9882**
COMM: (703) 784-9884	**COMM: (703) 784-9882**

Questions